

# **Salisbury University**

## **University Green Board Constitution**

**Mission Statement:** The Sustainability Fee and Committee, is a resource to allow students, and faculty and staff to advance sustainable practice, culture, infrastructure and education on Salisbury University's Campus.

### **Article 1: Allocation of Funds and Project Criteria:**

#### Section 1.1: Allocation:

- I. The funds will be managed by the University Green Board (UGB) and will be maintained in Salisbury University's bank account. A department account code will be established for this purpose. The UGB will be composed of undergraduate students, graduate students, and faculty and staff members. The UGB will work closely with students and faculty on proposed projects to advance sustainable practices around the Campus.
- II. The first round of project proposals are due by October 16<sup>th</sup> each Fall semester. Spring project proposals are due by March 14<sup>th</sup>, if funds remain.
- III. Any funds not allocated in a given academic year are to roll over into the next academic year.
- IV. The UGB has the time of one (1) month before it must report to those who secure funding from the UGB. No project will be considered approved until SU administrative personnel responsible for facilities have given final approval. SU must ensure that the project complies with all State of Maryland and University regulations and does not negatively impact the appearance of the campus.
- V. A nominal portion of the fund may be used to support administrative costs of the UGB, promote and advertise UGB sustainability projects; including a visible unified educational campaign to promote sustainable practices around the Campus. All promotional uses of the fund must be voted on and passed by a majority vote of the committee.
- VI. Each project is given a set budget with a contingency of 10%. This contingency will be allotted with the approval of the budget manager. If the project exceeds the given budget, those in charge of the project may apply for additional funding by filing an addendum to the original application form with an explanation of the circumstances leading to the added expenses and an itemized list of supplies or services necessary for the completion of a project. The UGB will consider requests for additional funding on a case-by-case basis, if UGB funds allow.
- VII. If a project does not meet required milestones set by the UGB, funding may be revoked.

## Section 1.2: Project Criteria:

- I. The projects will be environmentally, economically, and/or socially sustainable based on the following guidelines:
  - A. Projects shall work to increase Campus sustainability, in all senses of the word.
  - B. Projects shall enhance and encourage a positive culture of sustainability on Campus.
  - C. Projects shall work to reduce Salisbury University's total impact on the environment, and help the university meet its Climate Action Plan commitments.
  - D. Students, faculty and staff may apply for funding from the UGB. Students may apply for funds on behalf of an organization or to fund their own projects. However, a student applicant must have a faculty or staff advisor for his/her project. Also, all faculty and staff must have students on their project.
  - E. Projects shall receive all necessary written approval by appropriate Campus faculty or staff prior to any consideration.
  - F. Projects shall go above and beyond current policies and sustainable practices at Salisbury University.
  - G. Projects shall be completed within a timely fashion as determined by the UGB.
  - H. Multiple-year projects will be considered; the UGB may set a multiple-year budget for long-term projects.
  - I. Recipients must submit a final report that will be posted on the sustainability website, and must participate in the Earth Week poster session, where appropriate. More frequent reports may be required based on the scope of the project.
  - J. In order to facilitate communication between the UGB and the project leaders, funded projects will be assigned a liaison from the UGB.
  - K. Projects shall meet any other requirements set by the UGB, the State of Maryland, and appropriate University authorities.
  - L. Any purchase of materials required for an approved project must be submitted through the SU Procurement Office.

## Article 2: University Green Board Structure and Responsibilities

### Section 2.1 Structure:

- I. The UGS will be chaired by the Director of Sustainability (or designee), who is a non-voting member. There will be nine (9) voting members of the UGB.
- II. All members are to serve, at a minimum, a one-year-term.
- III. All members are to be appointed by April 15<sup>th</sup> of the previous semester, and will serve until the following April 15<sup>th</sup>.
- IV. Student members may serve consecutive terms, but cannot hold their position for more than two years.
- V. Staff and Faculty members may serve successive terms.
- VI. All student members must be full or part time students of SU during their term of office.
- VII. Staff and Faculty members must be currently employed by SU.
- VIII. In the event of removal or resignation by a member, the UGB will seek and vote on a new member, with the advice of the original appointing body. The new member will finish out the original member's term.
- IX. Membership:
  - A. One (1) undergraduate student appointed by the Student Government Association,
  - B. One (1) graduate student appointed by the Graduate Student Council,
  - C. One (1) student appointed by the Office of Sustainability,
  - D. Two (2) students appointed by the Environmental Studies Department(the students do not have to be in the Environmental Studies Program),
  - E. One (1) staff member of the Facilities & Capital Management office.
  - F. One (1) faculty member appointed by the Faculty Senate,
  - G. One (1) staff member appointed by the Staff Senate,
  - H. One (1) staff member appointed by The University President or their designee.
- X. The offices involved in appointing members should do so in an application process.
- XI. Non-voting members may be added as subject matter expertise is needed.
- XII. Additional members or changes in the membership must be voted and approved by the UGB.
- XIII. Grounds for removal:
  - a. Missing 1 (one) meeting requires written notice to the Chair within 2 days of the scheduled meeting.
  - b. Missing 2 (two) meetings requires the review by the Chair, and is grounds for removal.

## Section 2.2: Responsibilities:

- I. The Chair will ensure all committee roles are filled and the fee distribution furthers the President's Climate Action Plan.
- II. The Treasurer will monitor the funds with the support of the UGB, and prepare an annual internal report of the budget for the UGB.
- III. The Secretary will maintain minutes and post them on the University's Sustainability Webpage.
- IV. The Publicist will ensure there are ample projects submitted by the student body for consideration, by advertising all relevant information, and assign a location, or email address for students and faculty and staff to submit project proposals.
- V. The UGB will prepare and distribute an annual report of its activities to all relevant bodies: The Office of the President, The Office of Student Affairs, Student Government Association, Graduate Student Council, Staff Senate, Faculty Senate, and the general public. The report must include a detailed account of where and when the money was spent, and how the goals for each project were achieved. The report is to be made available in the Office of Sustainability, and the University Sustainability Webpage.
- VI. The UGB must meet a minimum four (4) times per school year, and additional times to fulfill the business of the UGB.
- VII. The UGB will help facilitate a sustainable culture at Salisbury University.
- VIII. The UGB will inform students how the projects affect their life.

## Article 3: Amendments

- I. Amendments must be voted on, and proposed in a meeting of the UGB. They must pass by a two-thirds (2/3) majority.